North Central Regional Transit District
Board Meeting
Friday, September 5, 2014
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Miguel Chávez Vice-Chair, at 9:09 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. **Pledge of Allegiance**
2. **Moment of Silence**
3. **Roll Call**

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Pete Sheehey*	
Rio Arriba County	Absent	
Taos County	Excused	
Santa Fé County	*Commissioner Miguel Chávez*	
Nambé Pueblo		*Mr. Lonnie Montoya*
Pojoaque Pueblo	*Mr. Tim Vigil [telephonically]*	
Ohkay Owingeh	*Ms. Christy Mermejo*	
San Ildefonso Pueblo	Absent	

Santa Clara Pueblo	Absent	
Tesuque Pueblo		*Ms. Sandra Maes*
City of Santa Fé		*Mr. Jon Bulthuis*
City of Española	*Councilor Dennis Tim Salazar*	
Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)	*Ms. Elizabeth Carter*	

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Dalene Lucero, Executive Assistant
Mr. Mike Kelly, Transit Operations Manager
Ms. Stacey McGuire, Projects and Grants Specialist
Ms. Glenda Aragon, Finance Manager
Mr. Jim Nagle, Public Information Officer
Mr. Juan Ortiz, Transit Driver I

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Ardee Napolitano, Rio Grande Sun
Ms. Lisa Katonak, Santa Fé County Manager's Office
Mr. Robert Griego, Santa Fe County Planning Manager

4. INTRODUCTIONS

Those present introduced themselves to the group.

5. APPROVAL OF AGENDA

Councilor Sheehey moved to approve the agenda as presented. Councilor Ring seconded the motion and it passed by unanimous (9-0) voice vote.

6. APPROVAL OF MINUTES - August 1, 2014

Councilor Ring moved to approve the minutes of August 1, 2014 as presented. Councilor Sheehey seconded the motion and it passed by unanimous (9-0) voice vote.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

A. Presentation of Above and Beyond and Safe Driver Awards

Mr. Mortillaro announced the employee recognition award acknowledged Mr. Juan Ortíz for the Above and Beyond Award for helping a man in distress with a possible heart attack while driving his route. His efforts probably saved the man's life.

Vice-Chair Chávez read the award and thanked Mr. Ortíz for his service and his dedication to the work of NCRTD.

Mr. Ortíz thanked the NCRTD Board for the recognition and said it was just part of his job.

ACTION ITEMS FOR APPROVAL/DISCUSSION

B. Discussion and Consideration of Resolution 2014-18 in Recognition of the 10th Anniversary of the NCRTD's Certification as the First Regional Transit District in the State of New Mexico

Mr. Mortillaro clarified that this resolution acknowledges the achievement of this milestone at September 14, 2014, the NCRTD tenth anniversary. He said the celebration would be next Friday, September 12th at the Jim West Regional Transit Center.

Mr. Nagle shared some of the activities for next week with several guest speakers including Representative Ben Ray Luján, mariachi entertainment and lunch.

Vice-Chair Chávez recalled that it was a bumpy ride in the early days and now is sailing smoothly and can only go forward from here. Imagining what it will be in the next ten years is exciting.

Councilor Sheehey said Los Alamos County is proud to have been a participant in getting the NCRTD where it is today. He was impressed with the forward-looking approach, even with adverse financial conditions we've had. The future looks bright and New Mexico is lucky to have the RTD. He was personally honored by his inclusion in this board.

Councilor Salazar agreed that the NCRTD has come a long way. It is amazing how it has served north central New Mexico.

Mr. Bulthuis said these ten years have passed quickly. He appreciated being part of the development and growth of the District. He noted that he stepped out of a meeting last week and got on a bus for White

Rock to see his daughter and could because of the NCRTD. He was happy to be part of this and looking forward to the next ten years.

Ms. Mermejo congratulated the District for improved relationships with all of the Pueblos.

Vice-Chair Chávez commented that the public participation makes this RTD more significant and sets it apart from any other in the country. We need to keep building on the pueblo component which makes us unique and stronger in many ways.

Councilor Ring moved to approve Resolution 2014-18 In Recognition of the 10th Anniversary of the NCRTD's certification as the first Regional Transit District in the State of New Mexico. Councilor Sheehey seconded the motion and it passed by unanimous (9-0) voice vote.

C. Discussion and Consideration of Resolution 2014-19 Authorizing the Submittal of Applications for Federal Funding for §5311 in Federal Fiscal Year 2016

Ms. McGuire said Resolution 2014-19 is a resolution for 5311 federal funds through NMDOT and DOT updated the application. The Board resolution must specify the total amount and the local match to be provided. She referred to the resolution on page 21 and the working draft on page 22 of the packet. 5311 grants provide funding for administrative, operating and capital costs for qualifying rural entities. This resolution acknowledges the acceptance of the requirement to provide local match funds for the grant. She added that the application is due today.

Ms. Mermejo asked if the local match was already in the bank. Mr. Mortillaro agreed.

Vice-Chair Chávez asked if the details for the local match were accurate.

Ms. McGuire agreed they were.

Councilor Sheehey noted it was required to check the most appropriate character of the community and asked where NCRTD fits.

Ms. McGuire said the District did not fit in just one, but it did fit into small urban and rural characteristics. Española and Santa Fé are small urban.

Councilor Sheehey thought the total population is probably more than 200,000.

Ms. McGuire clarified that the number used in the application is the most recent census data and agreed there might be some under reporting.

Councilor Sheehey said Ms. McGuire did a good job in preparing this.

Vice-Chair Chávez asked if having pockets of higher density and then more rural would help or hurt us.

Ms. McGuire said it gives us more flexibility. On TAP funds, she applied for half and half.

Ms. Maes asked if this grant would accommodate NCRTD's anticipated expansion. Ms. McGuire agreed.

Mr. Bulthuis moved to approve Resolution 2014-19 Authorizing the Submittal of Applications for Federal Funding for §533 in Federal Fiscal Year 2016 as submitted by staff. Councilor Ring seconded the motion.

Ms. Maes noticed that San Ildefonso Pueblo was not included in modifications to service.

Ms. McGuire said the list would be updated.

The motion to approve Resolution 2014-19 passed by unanimous (9-0) voice vote.

D. Discussion and Review of §5311 Capital Bus Procurement for Fiscal Year 2015

Mr. Mortillaro explained this was the District's annual procurement for the bus fleet.

Mr. Kelly reminded them that at the February 2013 Board meeting the Board approved a purchase agreement for bus purchases which were solicited on December 12, 2012. Earlier, in May, the District was awarded $300,000 as a 5311 grant from NMDOT for three vehicles.

This procurement would be for one 34 passenger bus from the grant at a cost of $155,573.00.

The second vehicle will be for an ADA van, classified as a minivan. It would be a sole-source procurement and has to have a sole source agreement.

The third vehicle will be for an 18 passenger CNG van. He said the Board had approved two to compare fuel types so the purchase will await the time when both can be purchased together.

This request is for $155,373 for the 5311 procurement with $31,351 local match.

Councilor Sheehey asked if the bus would be diesel or gasoline. Mr. Kelly replied it was diesel.

Ms. Maes asked if the cost would include accommodation for the ITS system. Mr. Kelly agreed.

Mr. Montoya moved to approve the §5311 Capital Bus Procurement as recommended by staff. Councilor Sheehey seconded the motion and it passed by unanimous (9-0) voice vote.

E. Discussion and Review of Sustainability Committee Member Appointments

Mr. Mortillaro recalled that at the February Board meeting, the Board adopted the Sustainability Plan

for the District. It called for the establishment of a Sustainability Committee that would set goals and measurements and provide reports to the Board on progress with sustainability initiatives and goals. The Charter for the Sustainability Committee was approved by the Board on March 7, 2014. At the June 2014 meeting, the Board approved four members to the Sustainability Committee: Councilor Pete Sheehey (Los Alamos County), Mr. Colin Messer (State Energy and Minerals Department), Mr. Anthony Mortillaro (Executive Director), and Mike Kelly (Operations Director).

Mr. Mortillaro announced that Mr. Kelly had recruited three volunteers to sit on the Sustainability Committee. Their backgrounds were listed in the documentation and he request their appointment to the Sustainability Committee. The three people are Ms. Katherine Mortimer (City of Santa Fe), Mr. Erick Aune (Santa Fe MPO), and Mr. Erik Aaboe (Santa Fe County).

Councilor Ring moved to approve the appointments. Mr. Bulthuis seconded the motion and it passed by unanimous (9-0) voice vote.

F. Discussion and Award of Long Range Transit Service Plan (LRTSP)

Mr. Mortillaro said in April 2014, the Short Term Transit Service Plan was completed and the District had also budgeted for the Long Range Transit Service Plan going out 20 years which had never been done since NCRTD started. The purpose of the LRTSP is to bring together information and data generated through the short range plan and build on other efforts such as the Santa Fé MPO Long Range Plan which doesn't cover all of the District's territory. Atomic City Transit is updating its short range plan. The State is developing a long range plan and so is Rio Metro. All of that information will be integrated into this plan. Once the information is assessed, it will help in developing a vision for the District's future in the 4 county area covering 20 years. It will project how the District should go forward, where we should allocate funds and what opportunities are ahead to improve transit services in this district. It will involve the Board extensively to help define that vision.

Staff had requested funding from NMDOT, Rail and Transit Division and the District received a grant of $64,000 with $16,000 local match from GRT for the LRTSP budget. The RFP was issued June 16, 2014 and only two firms submitted proposals. After review and interviews, the selection committee recommended to Felsburg, Holt & Ullevig as the consultant. Their proposal is in the packet with their budget that is slightly under $80,000 and details on how they will proceed.

The development of the LRTSP envisions about four public meetings since a lot of the needed information has already been gathered. The staff will sit with the consultant on how to get the most from constituents in those four meetings.

Mr. Bulthuis was unclear on page 53 under recommended action about involvement of the KFH Group.

Mr. Mortillaro said that was a typo and should say FHU.

Mr. Mortillaro said the $96,400 budget amount and will cover any additional costs for added public meetings or other work the District thinks it needs to accomplish the plan.

Councilor Sheehey noted on page 120, where the contractor described the meetings if it was anticipated those four meetings were additional meetings of the Board.

Mr. Mortillaro didn't anticipate that they would be but anticipated integrating the workshops into the board agenda.

Councilor Sheehey surmised that on those dates, other business would be lighter. Mr. Mortillaro agreed.

Mr. Mortillaro added that this group is also working with Rio Metro on their strategic plan. They haven't started work there yet.

Vice-Chair Chávez commented that the MPO in their work on the Master Transit Plan, were looking at connectivity and was encouraged that this firm was actually looking at connectivity of all Santa Fé trails and all routes including Rail Runner and would save time and money for everyone.

Ms. Mermejo moved to approve the contract with Felsburg, Holt & Ullevig at $80,000 as recommended by staff and to set a project budget amount of $96,400. Councilor Ring seconded the motion and it passed by unanimous (9-0) voice vote.

G. Discussion and Review of the Investment of District Funds and the State of New Mexico Local Government Investment Pool Report

Ms. Aragon provided this report to the Finance Subcommittee last month and the Subcommittee recommended it to the Board.

Ms. Aragon provided the report for the NMLGIP investments for the period of March to June 30 and shown on page 137 in the packet. The total amount set for investment totaled approximately $5,975,492 with a total overall cash balance of $7,428,077, including the NCRTD operating account balance of approximately $1,226,882. As of June 30, 2014, the earnings totaled $5,883 with an average rate of return of 0.325%. The highest rate was 0.70% with US New Mexico Federal Credit Union for a six-month term which earned $598.10.

The current quarter of April-June, 2014, earned a total of $3,941 compared to the entire 2013 fiscal earning of $3,377.

There were no questions and by consensus, the Board received the report.

DISCUSSION ITEMS:

H. Discussion and Review of Ski Santa Fe Service Update

Ms. McGuire reported on the Ski Santa Fe Service as instructed by the Board. Conversations regarding service to Ski Santa Fe have continued with Tribal members, City of Santa Fe, Santa Fe County and area stakeholders. At the July 30, 2014 meeting, they looked at the impact of this project on sacred and ceremonial sites on the mountain. Two meetings in August assessed that impact further. The group discussed the FLAP proposal update and in mid-August, focused on finding a win-win solution for all stakeholders and figuring out a financial plan to make it happen.

A meeting was set for September 2, 2014 to further clarify the mission of the service, potential funding sources and possibly stop sponsorships.

Vice-Chair Chávez noted there was still some expectation that it might happen for this ski season. This service should be addressed as part of the long range service plan. He urged the Board to keep the long range perspective and not to give the public false hopes.

Mr. Mortillaro agreed. Once these discussion have concluded, the District will meet again with the pueblos and make sure their concerns have been addressed. That needs to happen before formal action of the Board. Even if it all aligns, it is still a funding issue and without that, no service will be available.

Vice-Chair Chávez asked for an update on the FLAP application.

Ms. McGuire said the application was not approved but Santa Fé County did get funding.

Mr. Robert Griego reported that Santa Fe County received verbal communication that they would receive funding but were awaiting a formal award letter that would outline the specifics. The amount of the award would be identified in the letter.

The project would include a natural surface trail to Diablo Canyon as well as a paved portion. The proposed project was modified somewhat by the federal agency.

Councilor Sheehey announced that in Los Alamos this year, the County was building a partnership with Sipapu to operate the Pajarito ski area. Los Alamos is considering funding its own ski buses to the ski area from Los Alamos and White Rock out of Economic Development funds. They believed this project would be good for the town and help the economy. He hoped if Santa Fe had such resources, they would include that in their discussions.

Ms. Maes thanked Ms. McGuire for those efforts. Tesuque really appreciated the District efforts to push this forward for the venture with the pueblo concerns at the forefront. The group talked about what to do to help the public stay off of certain areas.

She shared a 2009 Indian Affairs Magazine article with the board members. They have expanded on it to address their own pueblos to give the public something they need to read about the cultural historic areas for everyone.

Vice-Chair Chávez advocated to keep the dialogue open and see how it plays out as they took slow and deliberate steps toward this service.

Mr. Mortillaro agreed and they would keep tracking it.

I. Financial Report for August 2014

Ms. Aragon presented the financial summary for two months of activity.

She informed the Board that they were still processing some invoices from the previous fiscal year and they would not see July GRT revenue until November 21.

Ms. Aragon went through the finances with the Board as shown on pages 141 - 153.

Councilor Sheehey pointed out that the District gets a large amount of federal funding in grants which is a good thing because that shows our delegation recognizes the importance of transit to economic development to our state. But that funding is not guaranteed and the members need to tell our delegation that continued funding for rapid transit is a high priority not just to keep RTD alive but for the benefit of our state. It was a big battle in Congress and the Senate this year. There are representatives and senators who have a negative idea about all of it. It is up to us to point out the good result for this money. We might disagree about the levels but there are those who want to throw a monkey wrench into the whole system. The NCRTD is dependent on continued functioning government and they need to continue funding these important projects.

J. Finance Subcommittee Report

Mr. Vigil reported that the Finance Subcommittee met on August 22 with two agenda items: 1) a review of the quarterly investment report as presented by Ms. Aragon; and 2) the entrance conference by Hinkle and Andrews for the audit.

Mr. Mortillaro recapped the entrance conference with the auditors. They asked the subcommittee of any areas of concern they would want auditors to take an extra look at. The subcommittee spent about 90 minutes in discussion with the auditors.

Ms. Aragon said they were required in May to send recommendations to the auditors of approval to proceed. The engagement letter was received this past week and that began the schedule.

Vice-Chair Chávez asked Mr. Vigil about the matrix in the packet.

Mr. Vigil said that was from the May meeting.

Councilor Sheehey explained that was just a mistake in the agenda packet. It should have included August minutes rather than May minutes.

Mr. Mortillaro pointed out that they didn't have a June or July subcommittee meeting so the May minutes were the only minutes approved at the August meeting.

No action was needed.

K. Tribal Subcommittee Report

There was no Tribal Subcommittee report because no meeting was held.

L. Executive Report.

Mr. Kelly referred to page 163 for the ridership which was down a little on District routes and regional routes but overall, showed they had an annual increase in ridership.

Page 166 showed that vehicle operating costs were a little lower than normal. The Spare vehicle ratio was up as they had one vehicle auctioned off and another is waiting to be sold. The District will continue to follow the replacement schedules as approved. The District met all maintenance targets.

There were two minor accidents with little or no damage and neither one was the District drivers' fault. The complaints and incidents were listed.

MATTERS FROM THE BOARD

M. Request for Service to Jicarilla Apache Nation

Mr. Mortillaro said a request letter needs to be submitted and staff are working with Rio Arriba County on it. That will probably be presented at the next meeting with a Jicarilla Apache representative.

MISCELLANEOUS

N. Request to Reschedule October 3, 2014 Board Meeting to October 10, 2014

Vice-Chair Chávez noted a request to reschedule the October Board meeting from October 3 to October 10.

Councilor Ring moved to schedule the next meeting on October 10, 2014 at 9:00 a.m. Councilor Sheehey seconded the motion and it passed by unanimous (9-0) voice vote.

Mr. Dwyer suggested that since the District publishes an annual Board meeting schedule that it would be best to notify the press on meeting date changes.

Mr. Bulthuis announced that he and Mr. Mortillaro are participating on the New Mexico Transit Association who contracted with a lobbying firm to advocate for some of the things Councilor Sheehey talked about. Specifically at the state level, they are setting up funds to keep transit operations going.

Mr. Mortillaro said Councilor Joe Maestas introduced a resolution at the New Mexico Municipal League to introduce a request to start a transit fund on the state level. We also made request to the Los Alamos Council through the New Mexico Association of Counties and talked with Brian Mosshardt who was going to talk to Sharon Stover who is the Los Alamos City Clerk and they might bring it back to the Los Alamos Council. Since NMTA doesn't have representatives on that board, the District has to rely on those who do.

Mr. Montoya invited the Board members to the Nambé Feast Day on Saturday, October 4th at Nambé.

Ms. Maes gave all the staff and Board members a big thank you for the celebration of NCRTD's tenth anniversary.

Ms. Mermejo announced they just finished construction on McCurdy Road and the intersection on the south road realigned would reopen today.

ADJOURNMENT

Upon motion by Councilor Ring and second by Ms. Maes, the Board meeting was adjourned at 10:35 a.m. by unanimous voice vote.

NEXT BOARD MEETING: October 10, 2014 at 9:00 a.m.

Approved by:

Miguel Chavez

Miguel Chavez, Vice Chairman

Attest:

Dennis Tim Salazar

Dennis Tim Salazar, Secretary

Submitted by:

Carl Boaz

Carl Boaz, Stenographer